



**CITY OF BRYAN COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
FUNDING REQUEST  
FY 2015-2016**

1. **Project Name:**

2. **Total CDBG Funds Requested:** \$

3. **Project Sponsor:**  
**(Legal Name of Entity)**  
**Address:**  
**Phone Number and Fax Number:**

4. **Executive Director:**

**Email:**

5. **Grant Writer (if applicable):**

**Email:**

6. **Organization Overview:**

- a. Provide mission statement of Organization.
- b. Define goals and objectives.
- c. Provide financials of agency for last fiscal year including budget for expenses and income and any audit reports (if applicable).
- d. Identify status of organization (non-profit or for profit) and provide 501-c-3 IRS letter if considered a non-profit.
- e. Provide board members, terms, and by-laws if applicable.

7. **Project Location:**

- a. Identify precise street address. If site lacks a street address, attach map-showing location.
- b. Attach proof of ownership of property.

8. **Project Description:**

- a. Description of scope of work of the project.
- b. Description of how this will improve delivery of services.
- c. Identify target group (special needs population such as the elderly, mentally ill, homeless or general population of low to moderate income) that will benefit from the project and how they will benefit.

9. **Ability to meet National Objective of CDBG grant (check one and provide supportive**

**documentation):**

- a. **Low to moderate income clients (LMC)**-How will you document eligibility? CDBG recipients are required to provide documentation that a minimum of 51% of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Income is defined as family size + all gross income of the family members in the household. Complete chart below. The agency must be able to provide this documentation during the funding year and for the next five years after the terms of the contract are complete.

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a. Below are HUD Income Guidelines based on household size per person. Please use this information to complete the following chart.

Household Size =	1	2	3	4	5	6	7	8
Low/Moderate <=	\$32,200	\$36,800	\$41,400	\$46,000	\$49,700	\$53,400	\$57,050	\$60,750

*Unduplicated clients served by agency.*

	2013-2014 (prior year) actual	2014-2015 (current year) actual/estimate	2015-2016 (next year)projected
Total Unduplicated Clients			
No. <=Low/Mod			
Percentage <=Low/Mod			

- b. **Low to moderate income area (LMA)**- All real property projects utilizing CDBG funds must provide national objective documentation during the funded year and for the next five years after the terms of the contract are complete. Property improvements including infrastructure, park improvements, sidewalks etc. must provide a defined service boundary area. Defined service boundary area includes a physical description of the project area (streets and neighborhoods identified), census tract and block groups identified (at least 51% of the citizens living in the defined service boundary area must be low to moderate income as defined by HUD). A sample can be provided upon request.

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**10. Required Forms (Public Facilities & Housing/Low to Moderate Income Clients as National Objective):**

- a. Please provide a copy of the organization's intake form and information that the Organization has been or can provide this documentation (see attached forms).
- b. If funded before, through either public service funding or public facility funding, provide the unduplicated client report forms for the most recently funded year.
- c. Applicants for housing development funds must describe how the project will ensure long-term affordability.

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**11. Total Project Cost, including request for CDBG funds: (Include all costs for this particular project**

**(regardless of source) in a budget:**

- a. Itemize expenses.
- b. Itemize revenue: sources of funds (grant, foundation, general revenue, sweat equity, etc.)
  - 1. Include amount.
  - 2. Terms (no. of years, match, etc.).
  - 3. Date funds applied for.
  - 4. Date funds committed.
  - 5. Date funds are available.

**12. Construction (rehabilitation or new) or acquisition:**

- a. Construction -Attach a minimum of three bids from a contractor
  - 1. Written
  - 2. Dated
  - 3. Or letter verifying reasons for less than 3 bids
- b. Acquisition –
  - 1. Attach earnest money contract;
  - 2. Or other documentation providing correspondence with owner for the agency’s liability.

**13. Future Funding Needs:** How will this activity/facility be supported in future years? If not applicable, please go to item 14.

**14. Project Implementation:**

- a. Who will be responsible for implementing the project?
- b. Describe the process for implementing the tasks.
- c. Provide proposed schedule for implementation of tasks for project.

**15. Accessibility:**

- a. What steps are you taking to make this project accessible to people with physical and/or other disabilities?
- b. What steps are being taken to make overall facility accessible to people with physical and/or other disabilities?

**Authorized Signature of Representative of Agency:**

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(Print name): \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

For further information, please call the Community Development Services office at 209-5175. Completed proposals may be mailed to the City of Bryan Community Development Services, P.O. Box 1000, Bryan, Texas 77805, or may be hand delivered to 405 W. 28th Street, Room 138, Bryan, Texas 77803. Completed proposals must be submitted by Thursday, March 26, 2015 by 2:00 P.M. Applicants will be contacted by staff if additional information is required. All applicants will be required to be present at a public meeting on Thursday, April 9, 2015 at 6:00 P.M. to be held at City of Bryan Municipal Office Building, Basement Training Room, 300 S. Texas Avenue, Bryan, Texas 77803. Each entity will make a 3 minute (maximum) presentation and be available for questions. The Community Development Advisory Committee will rank each proposal, with the highest two ranked proposals being considered for public facility/infrastructure funding. The Committee will discuss and take action on the recommendation for allocation of funds at this meeting based on rankings and staff recommendation for other potentially eligible activities. All recommendations will be forwarded to the City Council sometimes in July, 2015 for approval in the 2015 Consolidated Action Plan before being submitted to the Houston U.S. Housing and Urban Development Office by August 15, 2015.

The selection process of the Organization will be within the guidelines and requirements of federal/state/and city procurement. The City of Bryan, Texas reserves the right, in the exercise of its discretion: to reject any or all proposals received; to waive any defect or irregularity in a proposal and to accept such a proposal when it is otherwise proper and reasonable; to negotiate changes, additions, and deletions to the project prior to execution of the contract based on the responses received to this Request for Proposal and on any new conditions and requirements identified during the selection process. Final approval of the organization after the recommendation process is completed, is conditional upon city requirements being met, including but not limited to, code enforcement ordinances and zoning conditional use and the potential funding of other eligible activities. The organization will be sent a draft copy of a contract after final approval, but before the project has started with all local/state/federal requirements stipulated. All funding projects are conditional upon the City receiving notification of Community Development Block Grant funding for the specified program year and final approval by HUD.